

Kanata Seniors Council Inc.
Minutes of a meeting of the Board of Directors on August 16, 2024

Present: Greg Richardson, Frank Boisvenue, Liz Tucker, Rachel McGregor, Sandra Freeman, Doreen McNair, Moe Saleh, Jeet Wadehra, John Kern, David Lee, Mike McMahon, Susan Ditmar, Kay Dubie, Lianne Dwyer

Regrets: Arnold Finkelstein

Associates/Guests: Janet Baigent (City of Ottawa), Peter van Boeschoten (Probus), Cindy Massicotte (Wellings of Stittsville), Elisabeth Bahner (Symphony Senior Living), Shari Clancy (Wildpine), Lucy Disanto (Wildpine), Céline Ruest (Newsletter editor), Bonnie Oostlander (Council member), Mark Sutcliffe (Mayor of Ottawa), Cathy Curry (Councillor, Kanata North)

Opening: Greg Richardson opened the meeting at 9:00 am with a welcome to all and a special welcome to honoured guests Mark Sutcliffe (Mayor of Ottawa) and Cathy Curry (Councillor, Kanata North). As Mr. Sutcliffe was only available until 9:30, the agenda of the meeting was modified from the usual format.

Presentations:

Mark Sutcliffe (Mayor of Ottawa): Mayor Sutcliffe is busy visiting all 24 wards in Ottawa over 2 days, and Kanata North is stop #1! He said it is great to be in Kanata – the needs of seniors are very important to both himself and Councillor Curry. He was happy to attend our meeting and looked forward to conversations over coffee.

Elisabeth Bahner (Symphony Senior Living): Elisabeth is community director for Symphony; she has been there about 10 months now. Symphony has 4 properties in the Ottawa area; they are privately owned and family operated.

Cindy Massicotte (Wellings of Stittsville): The end-of-summer party will be held August 29, complete with entertainment.

Shari Clancy and Lucy Disanto (Wildpine): Wildpine are looking forward to hosting the council for their board meeting in September. Events: August 23 – yearly carnival; September 5 – Health Fair with local health providers, blood pressure clinic, etc.; September 12 – realtor presentation; September 19 – talk from a financial planner; September 26 – presentation on wills and estate planning.

Janet Baigent (City of Ottawa): Registration for fall programs opened online at 9:00 pm August 15, and by 7:00am August 16, 5 courses were already full. For the Open House September 4, Janet is calling convenors and working with the council for the pancake breakfast. New members are coming into the center every day; the west end is seeing a lot of growth in residences.

Peter van Boeschoten (Probus): There are 240 Probus clubs in Canada; 3 in the Ottawa area. In September, there will be a talk on Artificial Intelligence, and a planned outing with lunch to the Brockville Railway Tunnel.

General Items/Events:

- **Travel and Lifestyles Team Highlights:** A handout of upcoming events was passed out to the residences present. The team will run 4 events during September, including a trip to Rideau Carleton Casino with a bus provided by a residence; a trip to Kanata theater; mini-golf and lunch; and International Dining: Pakistan. Five events are planned for October.
- **Health Team Highlights:** A big highlight this week was the successful application for a grant from OACAO and the Ontario government (Seniors Active Living Fair funding). The group received \$2500 to help with the Health Fair. A poster for the Health Fair was distributed; there will be 6 presenters plus free nutritious food and free admission. Publicity is needed to get the word out about the event. Councillor Curry promised to put it in her newsletter.
- **Pancake Breakfast/Open House – Wednesday, September 4:** Greg would like 6 board members to be available to help serve pancakes. In addition to providing free pancakes, the Board will present the Frank Valentine award. Frank Valentine was very active in the Council in the early years, and contributed a lot to our community.

(After coffee break)

Approval of agenda:

Liz Tucker moved that the agenda be approved as circulated; seconded by John Kern. Carried.

Approval of previous minutes:

Frank Boisvenue moved that the minutes of July 19, 2024 be approved as circulated; seconded by Jeet Wadehra. Carried.

City of Ottawa (follow-up): Open House: Janet has put aside 3 six-foot tables for the Council: a general board table, a technology table, and a Travel and Lifestyles table. We need people to man each of these tables. The Craft Group has requested to share our Square terminal, but they are currently located in the lounge (although this may change). David suggested a number of other options; to be worked out off-line. Doreen indicated that with café volunteers, 2-3 directors to help serve would be enough. Tables: Mike and his team for T&L (Kay available also); John and Sandra for the Board table.

Financial Report: Our financial position as of July 31, 2024 was circulated (see attached). It was clarified that the heading “membership” referred to our payment of membership to outside organizations. As we have had a lot of money come in during 2024 (sponsorship, donations), we need to decide what we are going to do with our money (in 2025 budget).

2025 budget: submissions from directors with a portfolio or in charge of an event are due by September 30.

Correspondence: An email was received from Louise Osborn of OC Transpo about the “New Ways to Bus” Campaign. This was forwarded to Janet as well. OC Transpo will be at Expo 55 on September 13; they have been invited to have a booth at the open house, and might also contact WOCRC (waiting for confirmation). It was noted that the Health team might be interested in doing a seminar on Para Transpo. Janet will ask Louise for a contact person.

Health Team Request: Kay remarked that even after the grant from OACAO (\$2500), there are still significant expenses involved in staging the Health Fair.

Kay Dubie moved that the Health Team Budget for 2024 be increased by an additional \$1000. Seconded by Susan Ditmar.

Discussion: Costs of the fair include presenter time, the provision of a Foot Care clinic for free, tote bags, and nutritious food provided by the café. After the grant, this leaves about \$1000 outstanding. Total cost of the event is about \$4000; the team still has some money left in their budget. It is noted that the requirements of the grant dictate that all money being spent has to be specifically accounted for and itemized with receipts; and numbers such as attendance, etc. have to be tracked and reported on after the event. It was agreed that although the event is expensive, it is providing a valuable service to our seniors.

Motion carried (100% in favour).

Directors Reports:

Communications/PR: It has been decided by the Communications/PR Team that for the near future, we should focus on the Policy, Territory, and Branding of the Council. It is hoped the Team can present Drafts of these papers at the September meeting. A new job description for the Director of Communications and PR is in development.

Technology and Website: Website Statistics: Visitors year-to-date 592, last year 488. Page Views year to date 1081, last year 1202. Top 3 pages (after the home page): calendar, activities, and the café. Computer training: year-to-date revenue \$1135; last year \$955; lessons year-to-date 136; last year 146.

Travel and Lifestyles: Two events were held in July: International Dining (Scottish – The Glen), and Pizza and Trivia at Brookside (this was a big hit). Events for August include International Dining (Mongolian Village), and a trip to the Experimental Farm (bus provided by Crystal View Lodge).

September events:

- Rideau Carleton Casino & Horse Racing, Thursday September 5, 3:30 pm – 8:00 pm
- Lunch and a Show – Kanata Theater: Lettice and Lovage (a satirical comedy), Sunday, September 15, 12pm to 4:30 pm.
- Mini-Golf and Lunch at the Marshes, Friday, September 20, 10:00am – 2:00pm
- International Dining (Pakistan – Karahi Point), Wednesday, September 25, 12:00-2:30pm

A reminder to take photos at these events and send them to our newsletter editor:
newsletter@kanataseniors.ca.

Honours and Awards: Nothing to report.

Membership: A Draft of the Membership Plan for 2024-25 has been completed and circulated to board members. A motion to pass it will be presented under New Business. The committee is also working on modifications to our membership application form, which will be submitted for approval at the September meeting. A new job description for Director of membership is also in the works.

Volunteers: About a dozen people have expiring police checks in 2024; forms have been sent out to get them updated. We request a new one every 5 years.

Health: We have received word that the OACAO Grant we applied for to help facilitate our Health Fair has been given to us. This amount of \$2,500 will greatly help us provide a really well-rounded event. The plans for the event are well in place, and we will add more detailed advertising in the September newsletter and shortly in all public media. We have also started working on our seminar schedule for fall-winter.

Advocacy and Outreach: HISTORY: The off-site exercise held by KSCI board on October 5, 2023 recommended the formation of an A&O Committee. This involved the development of the “PROPOSAL-FORMATION OF AN A&O COMMITTEE” on October 8, 2023. This document was used by KSCI to recruit volunteers to form the committee from the KSCI membership. The kick-off meeting for this committee was held on April 15, 2024 comprising: the Chair, New Members (Robert Sicard, Kathleen Kelly, Naveenta Anand and Gail Myles); current KSCI Board members (Sarah Trant) and 2 alumnae (Kay Dubie and Liz Tucker). Initially, the committee agreed to pursue three initiatives for seniors offered by the New members: (1) Financial Security through Capital Investment Preservation; (2) Long Term Care encompassing mental and physical health; and (3) Affordable Housing. Soon after the kick-off meeting and by 6 May 2024, the initiators of the first two initiatives had second thoughts about their undertaking and retired from the Committee citing: (1) Compliance with the Conflict-of-Interest parameters; and (2) a wish to direct own interests and talents towards a single-focused group. Limited time availability was also evident.

CURRENT STATUS: The work of the committee is suspended due to lack of effective participation: Three of the seven members were retired, one member is a beginner, The two Alumnae and the Chair diligence is to the A&O function regardless of any related sub function.

POST MORTEM: The Volunteers for the A&O Committee are attracted primarily to the Advocacy part of the function rather than the Outreach part. The Volunteers tend to aspire to advocate for a single-focused initiative normally adopted by larger Advocacy organizations (Dementia Society, Council on Aging, etc.). KSCI should advocate for a multitude of issues that meet the specific needs of our membership considering their social mix, income class, geographical distribution, etc. KSCI should advocate for major initiatives such as Housing, Long Term Care, etc. through participating in and supporting larger specialized organizations with single or multi-focus agendas.

MOVING FORWARD: Generating initiatives to advocate for is required by all, KSCI Board and Members as well as all neighbours and associates. A&O will strive to generate viable and acceptable initiatives to pursue. A&O shall always motivate all others to generate such initiatives. We, in KSCI, hold many good contacts with just about all major seniors-concerned

groups and organizations. These good contacts may not necessarily hold the Advocacy function it should; however, it may be possible for our A&O to outreach to the appropriate persons via these good contacts! KSCI will then be concentrating on Advocacy initiatives and employing our long history in “Seniors Helping Seniors” to maximize our Outreach.

Sponsorship: Nothing to report at this time.

Fundraising and Grants: See Health. There is also a new grant available (New Horizons), which has been sent to Arnold.

Café: As expected, the cafe has not been very busy during July and August, and we experienced a shortage of volunteers due to holidays, etc. However, we survived!

A few points should be noted relating to requested changes at the last meeting. Aprons will once again be washed by Linda Barker and we will continue to pay her the \$100.00 fee. Reason being that volunteers took aprons home and forgot to bring them back right away, we were left with no aprons, etc. And some volunteers did not appreciate having to wash the aprons! Point taken.

Change of hours: Doreen discussed this with Janet and we did obtain permission to change the hours to 8:30 a.m. to 2:30 p.m. We will not publish the change of hours. Coffee is usually always ready by 8:30; if by chance, the responsible volunteer is late, we will not have to explain. We will close by 2:30 if all cleaning up is completed.

It was brought to our attention that Domino’s Pizza were interested in providing us with pizza at a discounted price. We met with the representative on August 12 and have come to an agreement that we will start selling Domino’s Pizza on September 6th. It will be called “Pizza Friday”. Posters are being prepared and will be up shortly. We are looking forward to September with a few changes; e.g. Pizza Friday, and monthly “special” lunches. This will be a trial period for both.

The café might be closed August 26-28, as the city wants to replace the entire grease trap. These dates have been given to facilities management, but are not yet confirmed.

Advisory Committee: Café and Computer contracts with the city: one is now back for our review; the other is expected shortly. Janet inquired about the hours for the pancake breakfast: café staff will start arriving at 6:30 am; pancake serving will start around 8:30 am. KSCI cheques were issued to the city: repair of the projection screen (\$406.80) and \$650 for the Volunteer Appreciation lunch (as agreed to previously by the board).

Executive Committee Report:

Treasurer Status: Greg is sorry to report that Susan Ditmar has decided to step away from the Board and the position of Treasurer. She will remain as a volunteer, and will continue in the Treasurer role until we find someone to replace her. It has proven difficult to find a Board member with the required experience and time to do the bookkeeping part of the job, so an option is proposed whereby we separate the bookkeeping part of the job out and find a volunteer bookkeeper who reports to the Treasurer (a Board member). Talks

are in process with such a volunteer; she uses Quickbooks in her home business. We still need to find a board member who will take on the role of treasurer.

Bingo at the Legion: 6 of 9 of the summer Friday Bingos at the Legion have been held; to date there is about \$800 in proceeds to be coming to the Council. People have been really enjoying the event; there will be a discussion next month about the Legion holding a Bingo at KSC.

Direct Line: Greg has instituted a new initiative. He will contact each board member personally to ask them to name one thing that either Greg or the Board should do so we can work together more effectively. The conversations can be in person, by phone, or by email, and the source of each comment will be kept confidential. Cooperation of all board members will be greatly appreciated.

Old Business:

Motions from July 19 meeting: (4 motions under new business). Motion #1 was passed with an amendment, and motions 2 and 3 were withdrawn. Motion #4 was deferred pending further research. It has been confirmed that the Canada Not-for-Profit Corporations does not allow one director to act for another, so proxy voting at Board meetings is not allowed. **Motion #4 is thus withdrawn.** Some corporations do allow proxy voting, but this is for members voting at an AGM or other meeting of members, not Board meetings. In discussions with Ken Major, it was confirmed that if our bylaws allow it, we can allow proxy voting by members at annual or other meetings of members. We do not have such a clause in our bylaws currently.

John Kern moved that the Council modify its bylaws to allow proxy voting by members at AGMs or other meetings of members. Seconded by Lianne Dwyer.

Discussion: Some questioned why we would want to do this. The purpose is to allow members who can't make it to the meeting to still vote. This is another opportunity to show transparency and allow accessibility to all members. Although there is no charge to change our bylaws, would people make use of it? Lianne agreed to investigate some other organizations and what they do and what is involved.

Motion deferred pending further research.

Website Refresh/Update: The transition from the current host environment to the new one is underway. This costs money, but is in the budget for 2024. The next meeting of the team is August 21; hope to have some examples of the new design and start working on the content of the new site. Some examples may be available at the September meeting if time allows.

Frank Valentine award: will be presented at the Pancake Breakfast/Open House on September 4. A decision from the selection committee is imminent.

Older Adult Plan Survey: Kay contacted both Allan Hubley and Cathy Curry. She met with Cathy Curry and she agreed that she would bring it to the attention of the Older Adult Plan survey team. She also suggested that we write to the city with our concerns and offer to provide the venue and promotion of a session in Kanata, which Kay has done on behalf of the Council.

The response to that letter was that planning was not yet finished, but that they would look into it. Peter has also talked to the city on this subject; there is a session scheduled for September 17 at Ron Kolbus Community Center (Britannia), which we should attend while we wait for a response to see if a session can be scheduled in Kanata.

Refresh/Renew/Refocus: Greg is happy to report that all 15 Board members have signed the Code of Conduct. He thanked everyone for their cooperation and commitment. A brain-storming session is planned for October/November; details should be available before the end of the month.

Parking at KSC: This is the only item currently before the Advocacy committee; however, advocacy is a function for all of us. Moe doesn't currently have a committee, so we all need to work on it. Other advocacy issues: Older Adult Plan; transportation in general for seniors. There was discussion around how to collect items that our members want us to advocate for. Perhaps a quick question on the website or in the newsletter – what are you struggling with? Some issues come up at the Discussion Group held at the Center – councillors have occasionally been contacted. We should also use contacts with other organizations (e.g. OACAO).

KSC Priorities: Item tabled for a later meeting.

New Business:

Election of Executive Committee members: The committee membership includes 2 members at large who are elected for a 1-year term (in addition to 5 officers of the council). The committee meets once/month, usually on the Monday before the Friday board meeting. There were 4 nominations: Doreen McNair and Sandra Freeman (nominated by Rachel); Lianne Dwyer (nominated by Greg); Moe Saleh (nominated by Sandra). David nominated Mike McMahon, but Mike declined due to lack of time. A secret ballot was held whereby each board member voted for 2 of the 4 nominees. The votes were counted by Rachel and Liz; the top vote-getters were Doreen and Moe.

Rachel McGregor moved that the votes be destroyed; seconded by Liz Tucker. Carried.

Membership Plan: a draft of the proposed membership plan was circulated to the board for their review prior to the meeting.

John Kern moved that the Membership Plan dated August 9, 2024 as circulated be approved for 2025. Seconded by Rachel McGregor.

Discussion: There is a mix of generalities and specifics (dollar amounts under benefits). Mike likes the direction of the plan, but feels that more time is needed to discuss it and think it through. Having member/non-member pricing is a good idea, but he wants time to think about that in terms of the T&L team. The benefit “attendance at health seminars” should be removed, since everyone is welcome at health team seminars. Sandra remarked that the extra \$5 fee for non-members is there to get people to sign up. Peter thinks this means we are drifting towards a seniors’ social club and getting away from our purpose. We need to rethink

our goals in terms of attracting members. There can be a financial benefit, but the slant should be towards advocacy benefits, which is what the survey results indicated that people wanted.

The general feeling was that the council is not yet ready to vote on the plan. All suggested changes should be sent to John for discussion by the committee. A section on how to recruit members is required; John indicated that would be part of the communications/PR plan. Other comments:

- Are we going in the right direction? There should be practical benefits for members.
- It is a good framework document.
- Is membership lifetime or annual renewal? Currently it is lifetime – members need to know that.
- Should we have a membership fee? The board needs to make a decision.
- We need a separate meeting dedicated to membership so a “deep dive” can be done.

Motion deferred to a later meeting, pending further review and input from the Board.

John will set up a meeting dedicated to membership for sometime during the next few weeks. Attendees should include Peter and Janet and members of the membership committee.

Next Meeting:

Friday, September 20, 2024, 9:00 am, Wildpine Residence, 10 Wildpine Crt, Stittsville

Adjournment: Meeting was adjourned at about 11:35 am.

Kanata Seniors Council			
Financial Position as of July 31, 2024			
Bank Balance as of January 1st 2024			\$11,692.91
INCOME			
Coffe Shop - Cash		\$11,405.20	
Coffee Shop - Square		\$25,939.21	
Coffee Shop - Other Catering		\$509.75	
Computer Training		\$1,110.00	
Sponsorship		\$9,100.00	
LifeStyle Marketplace		\$4,692.50	
Travel & Lifestyle		\$3,185.00	
Donations including Canada Help		\$6,799.28	
Garage Sale		\$2,622.75	
Far West Fun Fest		\$4,405.00	
HST Return		\$841.66	
Misc. including Council Shirts		\$4.50	
AGM		\$0.00	
Total Income		\$70,614.85	\$70,614.85
Expenses			
Admin (office and misc.)		\$1,703.68	
Coffee Shop		\$24,435.54	
Travel & Lifestyle		\$1,304.21	
LifeStyle Marketplace		\$2,218.91	
Directors Insurance		\$838.08	
Membership		\$380.00	
Computer Software & Website		\$119.30	
Garage Sale		\$0.00	
Far West Fun Fest		\$3,713.61	
Volunteer Appreciation		\$1,061.21	
AGM		\$501.92	
Professional fees (Auditor)		\$2,599.00	
Miscellaneous		\$0.00	
Total Expenses		\$38,875.46	\$38,875.46
Net Income June 30, 2024			\$31,739.39
Coffee Shop			
Income		\$37,854.16	
Expenses		\$24,435.54	
Net Income		\$13,418.62	
LifeStyle Marketplace			
Income		\$4,692.50	
Expenses		\$2,218.91	
Net Income		\$2,473.59	
Travel & Lifestyle			
Income		\$3,185.00	
Expenses		\$1,304.21	
Net Income		\$1,880.79	
FWFF			
Income		\$4,405.00	
Expenses		\$3,713.61	
Net Income		\$691.39	
Scotia Bank GIC value June 30, 2024		\$36,312.51	
Royal Bank GIC Future Estimated valued Jun '25		\$7,096.97	